

GENERAL MANAGER, MUNICIPAL SERVICES

DISTINGUISHING FEATURES

The fundamental reason the General Manager, Municipal Services position exists is to plan, organize, and manage all functions and operations of the Municipal Services Department. Provides administrative direction to ensure efficient service delivery by the Solid Waste, Field Services, Fleet Management, and Capital Project Management Divisions. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager's office, which holds the General Manager, Municipal Services responsible for the effectiveness of departmental programs. This position reports directly to an Assistant City Manager.

ESSENTIAL FUNCTIONS

Reviews programs, objectives, and operating budgets of all divisions within Municipal Services. Establishes department policies, procedures, and regulations.

Hires, trains, and evaluates key personnel. Approves all department personnel actions.

Maintains positive working relationships within the department and with other departments.

Manages the work of administrative, professional, technical and skilled labor staff involved in the design, construction and maintenance of the City's public infrastructure. Plans, organizes and coordinates resource utilization in all divisions. Effectively develops, evaluates and directs managerial and supervisory personnel.

Represents the City to other governmental jurisdictions.

Interacts with City Officials to keep them informed of matters relating to Municipal Services and their possible impact on citywide issues.

Prepares and presents information to a variety of commissions, committees, executive team and City Council. Represents the City and speaks at public meetings and conferences. Confers with engineers, developers, architects, and a variety of agency representatives regarding Municipal Services matters.

Develops creative solutions to complex problems.

Reads and interprets blueprints and technical reports.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

The principles, practices and techniques of modern municipal services including street maintenance, sanitation and solid waste services, fleet management, and capital improvement program management.

The principles, practices, regulations, terminology, laws, ordinances and codes related to public works planning, design, construction and maintenance.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Lifts and transports materials including maps, blueprints and other materials weighing up to 50 pounds both short and long distances.

Operates a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement.

Conduct research and analyze results.

Communicate effectively, both orally and in writing.

Support City Council and top management decisions.

Maintain regular consistent attendance and punctuality.

Education & Experience:

Bachelor's degree in Architecture, Civil Engineering, Public Administration, or a related field; and extensive experience in construction management and maintenance of public works and facilities.

Registration as a Professional Engineer in the State of Arizona is required along with a minimum of 10 years responsible public works management experience.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified